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**MEMORANDUM**

**To:** Indiana Superintendents  
Indiana Building Principals

**From:** George Frampton, Director, Office of School Accreditation  
Jeff Zaring, Chief of Results and Reform & State Board of Education Administrator

**Date:** March 4, 2011

**Subject:** School Improvement Plan Timelines

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Questions concerning the timeline for schools to submit School Improvement Plans continue to arise. Since the transition from fall to spring ISTEP testing, the time frame previously followed for the school improvement plan [SIP] process has become impractical.

The Indiana Department of Education has examined both state statute and Indiana State Board of Education rules related to the creation, approval and submission of SIP's. Indiana Code 20-31-5-3 lays out a timeline for the SIP process, starting with the building-based SIP committees submitting the plan to the superintendent by March 1<sup>st</sup> and ending with the school corporation submitting the governing body-approved final plan to the Indiana Department of Education by June 30th. The DOE has determined that this timeline is applicable only to the development of a school's initial plan, not the required annual review process.

**As a result, schools will be required to submit SIP's to the DOE by September 15<sup>th</sup> of each year.**

This interpretation allows time for building-based committees to have sufficient time in spring and summer to review the current plan for applicability, and most importantly, provides time to review ISTEP and ECA test results and still meet the September 15<sup>th</sup> deadline. Additionally, it allows new building administrators assuming their positions in July to have an opportunity for input into the plan.

**Legal Standards Timeline.**

Submission of a building's school improvement plan is Legal Standard 1. **Due September 15<sup>th</sup>.**

Legal Standards 2-11 are assurances of compliance for the 2010-2011 school year. These standards assurances need to be electronically completed by the current school principal. **Due June 30<sup>th</sup>.** The online application will not open until late May for completion of Standards 2-11.